Overview of ISO 14001

General requirements (4.1)

This clause states that all sections of the standard must be complied with in order to be in conformance with the standard.

Overview of ISO 14001(cont.)

Environmental Policy (4.2)

An environmental policy must be constructed that contains the following elements:

1.   Relevant to activities

2.   Comply with legislation

3.   Commits to the prevention of pollution

Overview of ISO 14001

Environmental Policy (cont.)

4.   Commits to continual improvement

5.   Commits to setting environmental objectives and targets

6.   Available to employees and public

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Overview of ISO 14001 (cont.)

Environmental Aspects (4.3.1)

Identify environmental aspects for:

1.   Normal operating conditions

2.   Foreseeable deviations and emergencies

Legal and Other Requirements (4.3.2)

Identify the following:

1. Legislation

2. Regulations

3. Other restrictions

Objectives and Targets (4.3.3)

Environmental objectives and targets must be established which are consistent with the environmental policy.

DOCUMENTED

Overview of ISO 14001

Environmental Management Program (4.3.4)

1.   Programs for the achievement of objectives and targets must be established.

2.   Responsibilities designated.

IMPLEMENT

Structure and Responsibility (4.4.1)

1.   Adequate resources and skills provided.

2.   Management representative assigned to operate and report.

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Overview of ISO 14001(cont.)

Training, Awareness & Competence (4.4.2)

1.   Employees must be aware of environmental objective(s).

2.   Employees in area of responsibility must have appropriate training.

3.   Employees in the area of responsibility must be aware of consequences

Communication (4.4.3)

1.   System in place to receive and respond to communications with respect to environmental aspects.

2.   Process for both internal and external communication.

Overview of ISO 14001 (cont.)

Environmental Management System Documentation (4.4.4)

1.   Documented description of the EMS that relates policy, objectives and targets, and responsibilities.

2.   Must describe how to access associated documents.

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Overview of ISO 14001 (cont.)

Document Control (4.4.5)

There must be a document control system.

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Operational Control (4.4.6)

1.   Documented procedures must be prepared when they are needed to insure conformance.

2.   Suppliers and contractors informed of procedures.

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Overview of ISO 14001

Emergency Preparedness and Response (4.4.7)

1. Foreseeable emergency situations must be identified, and procedures in place to respond.

2. Procedures tested periodically.

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Overview of ISO 14001 _(cont.)

Monitoring and Measuring (4.5.1)

1. Documented procedures for monitoring procedures.

2. Calibrated equipment.

3. Procedure for evaluating compliance with laws and regulations

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Nonconformance and Corrective and Preventative Action (4.5.2)

Process in place for investigating and correcting nonconformance(s).

Overview of ISO 14001_(cont.)

Environmental Management Records (4.5.3)

Record retention and archiving must be specified.

Overview of ISO 14001_(cont.)

Environmental Management System Audit (4.5.4)

1. The EMS must be audited to insure it is operating as designed.

2. Audit results reported to management.

3. Nonconformance(s) must be addressed.

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Overview of ISO 14001_(cont.)

Management Review (4.6)

1.   Review must occur, with emphasis on policy and objectives, to determine if EMS is still effective for organization's activities.

2.   Review the need to modify all or part of the EMS due to changed conditions.

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Overview of ISO 14001(cont.)

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REMEMBER THE FOLLOWING:

1.	All sections are a "shall".

2.	"Documented" is used sparingly, more is probably appropriate.

3.	Continually evolving process -- audits, corrections, and changing circumstances.

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